

## VIRGINIA SMALL BUSINESS FINANCING AUTHORITY

### SSBCI CASH COLLATERAL PROGRAM ("CCP")

#### **Opening Instructions to SSBCI CCP Participating Bank for Cash Collateral Program Deposit Account:**

<b><u>Account must be in the name of:</u></b>	Virginia Small Business Financing Authority
<b><u>Type of Entity :</u></b>	Political subdivision, public body corporate
<b><u>Type of Account:</u></b>	Interest Bearing, Money Market <b><u>Checking</u></b> Account
<b><u>Statement Cut-Off:</u></b>	Month end
<b><u>Statements:</u></b>	Required monthly
<b><u>Designation of Account:</u></b>	Public Funds
<b><u>Street Address:</u></b>	101 North 14 <sup>th</sup> Street, Richmond, VA 23219
<b><u>Mailing Address:</u></b>	P. O. Box 446, Richmond, VA 23218-0446
<b><u>EIN:</u></b>	54-1300845
<b><u>Required Signatures:</u></b>	Two signatures required on each check
<b><u>Authorized Signers:</u></b>	<b>Mark L. Heede</b> , Executive Director <b>Anna B. Mackley</b> , Chief Credit Officer/Operation Manager <b>Mary Jo Sisson-Vaughan</b> , Regional Lending Manager

- *Please provide your VSBFA Regional Lending Manager with the email address for the individual at your bank who will responsible for opening this account.*

**Driver's Licenses and Social Security Numbers for the above authorized signers will be emailed under separate cover directly to the person who needs the information to open the account.**

- *Please mail a starter account kit – including a limited supply of deposit tickets and starter checks - to your VSBFA Regional Lending Manager at the address above.*